

MINUTES (in Review)

BOWLS NZ BOARD MEETING



Name:	Bowls New Zealand
Date:	Friday, 20 November 2020
Time:	12:00 pm to 2:30 pm
Location:	BNZ Business Centre, Waiouru Room, 86 Highbrook Drive, East Tamaki, Auckland
Board Members:	Tony Lepper (Chair), Allan Smith, Craig Bruce, Jan Tucker, Malukah Mitha, Sharon Rimmer, Mark O'Connor
Attendees:	Mark Cameron

1. Opening Meeting

1.1 Interests Register

1.2 Obituaries

1.3 Board Only Time

1.4 Confirm Minutes

Bowls NZ Risk & Audit meeting 11 Nov 2020, the minutes were confirmed as presented.

Bowls NZ Board Meeting 12 Sep 2020, the minutes were confirmed as presented.

Bowls NZ Board Meeting 11 Sep 2020, the minutes were confirmed as presented.

1.5 Actions from Previous Meetings

All Matters Arising have now been actioned.

2. Governance Matters

2.1 Board Annual Workplan

The following Policies were reviewed:

- Risk & Audit committee Terms of Reference
- Remuneration committee Terms of Reference
- ICT Policies
- Whistle Blowing Policy

The CEO to make minor changes to the Whistle Blowing Policy (add Chair), Risk & Audit ToR (2d,3f) and Remuneration ToR (2b, add general staff salary review).

The CEO to create a new Board Annual Workplan for 2021 and 2022, including a review of the overall structure of Key Bowls NZ Documents.

The Board Member Skillset matrix was reviewed.



Transgender Policy

A Bowls New Zealand Transgender Policy was approved by the Board, for distribution to the wider bowls community.

Decision Date: 20 Nov 2020
Mover: Mark O'Connor
Seconder: Allan Smith
Outcome: Approved



Risk & audit committee meetings

The Risk & Audit committee meeting is to be included in the full Board Agenda/Meeting and not a stand-alone meeting.

(The CEO to update the R&A Terms of Reference to reflect this change).

Decision Date: 20 Nov 2020
Mover: Mark O'Connor
Seconder: Sharon Rimmer
Outcome: Approved

2.2 Sport NZ Governance Mark

The CEO to confirm (on behalf of the Board) that Bowls NZ's 'Sport NZ Governance Mark' be reviewed in December 2021.

The offer of an interim review by Sport NZ during 2021 is to be declined.

The CEO to add to the February 2021 Board Meeting Agenda a 'Board self review', with Directors requested to consider the matter in advance of the meeting.

2.3 Risk Register



Risk Register

The updated Risk Register was reviewed and accepted by the Board.

Decision Date: 20 Nov 2020
Mover: Craig Bruce
Seconder: Malikah Mitha
Outcome: Approved

2.4 Presidents Report

The President's report was accepted.

3. CEO Reports

3.1 CEO Report

The Board reviewed a number of strategic and operational matters including:

1. Covid-19 update

2. IBD World Champs
3. Artificial Greens
4. Twilight Bowls3Five
5. Bowls NZ Help Desk
6. Rangatahi strategy
7. North v South fixture
8. NZIB partnership
9. High Performance

3.2 2020/2021 Business Plan



Business Plan

The update Business Plan for 2020/2021 was reviewed and accepted.

Decision Date: 20 Nov 2020
Mover: Tony Lepper
Seconder: Craig Bruce
Outcome: Approved

4. Finance and H&S Reports

4.1 YTD Accounts (versus Budget)

The YTD accounts (to 30 October 2020) were presented and discussed.

The Bowls NZ Forecast surplus/deficit to be updated for the February 2021 Board meeting, reflecting likely cost savings in 2021.

4.2 Health & Safety Report



Health & Safety

The Health & Safety report to 30 October 2020 was tabled and accepted.

Decision Date: 20 Nov 2020
Mover: Craig Bruce
Seconder: Sharon Rimmer
Outcome: Approved

5. Close Meeting (including review of the meeting)

5.1 Close Meeting

Next meeting: Bowls NZ Board Meeting - 12 Feb 2021, 12:00 pm

Signature: _____

Date: _____